CHAPTER X.

Of the Clerk, Librarian, Keeper of the Repoſitory, and Houſe-keeper.

I. THE perſon who ſhall be choſen to any, or to all of theſe Offices, ſhall either not be a Fellow of the Society; or, if a Fellow, ſhall ceaſe to be ſo, upon his Election to and acceptance of any or all of the ſaid Offices.

II. He ſhall be competently ſkilled in languages, natural knowledge, and able to write a fair and legible hand.

III. The Election of the Clerk by the Society, ſhall be in the following manner.

The names of the ſeveral Candidates ſhall be printed and delivered to every Member; each of whom ſhall take off the name of ſuch Candidate as he means to vote for; and (after having had his own name marked in a liſt of the Members of the Society by the Secretary, aſſiſted by two Scrutators to be appointed in the ſame manner as at the anniverſary Elections) deliver the name of the Candidate ſo taken off, and folded up, into the hands of the Preſident, who, in the preſence of the Society, ſhall put the ſeveral names into a veſſel appropriated for that purpoſe; and the Candidate who ſhall be found to have the majority of votes, ſhall be deemed duly elected.

IV. The

IV. The appointment of a perſon to the other offices of Librarian, Keeper of the Repoſitory, and Houſe-keeper, is to be by the Council; to whom the Officer ſo appointed ſhall give ſecurity, at their diſcretion: he ſhall reſide in the Society's Houſe, and provide a Porter, who ſhall be furniſhed with a Gown and Staff at the expence of the Society.

V. The perſon or perſons choſen to officiate in the ſaid reſpective departments ſhall be paid for attendance, writing, and other buſineſs, according to the determinations already made by the Council, and as hath been the practice of late years; and ſhall not, beſides ſuch payments, receive any perquiſite or profit whatſoever, but what is, or ſhall be, expreſsly allowed by the Council: ſuch perſon or perſons ſhall be further ſubject to ſuch Rules and Orders as ſhall from time to time be given him or them by the Preſident and Council, beſides thoſe annexed to the duty of the ſeveral Offices; and ſhall conſtantly be in attendance, during all meetings of the Society, Council, and Committee.

Of the Duty of the Clerk.

I. HE ſhall enter all the minutes in the ſeveral Journal-books, and make an Index to every ſuch book: he ſhall lay before every Council their fair current minute-book; and before every Committee of papers, the Society's Journal-book, to ſhew that the ſeveral entries are fairly made: and he ſhall have the care of the writing of all ſummonſes of the Society, Council, and Commitees.

II. The

II. The Clerk under the direction of the Secretaries, ſhall have the charge and cuſtody of the Charter-book, Statute-book, Journal-books of the Society and Council, Regiſter-books and Letter-books, as alſo of all papers and writings belonging to the Society; all which ſhall be kept in the houſe of the Society, that they may be in readineſs to be produced at any meetings of the Society or Council, as the caſe ſhall require, or as ſhall be ordered by the Society, Council, or Preſident.

III. The Clerk ſhall not ſuffer any perſon, not being a Fellow of the Society, to read any Journal-book, Record, or Writing, or any part thereof, belonging to the Society; nor give any copy thereof, nor any way communicate any thing contained therein, to any ſuch perſon.

IV. Each page of copying, for which the Clerk is to be paid, ſhall be eſtimated by the ſize of the Fools-cap paper; the *folio* page containing thirty lines fairly and cloſely written, with a margin not exceeding one fourth part of the page in breadth; and according to the ſame rate for any larger or ſmaller page.

Of the Duty of the Librarian.

I. THE Librarian ſhall attend the Libraries two days in the week during the meetings of the Society, viz. Tueſday and Thurſday in the morning from eleven to two of the clock; and during the receſſes of the Society only one day in the week, namely Thurſday from eleven to two. During theſe

times he ſhall attend for the accommodation of ſuch Fellows of the Society as ſhall come to read the printed books, or manuſcripts, and of any other perſons who ſhall bring a written permiſſion from the Preſident or any other Member of the Council, or who ſhall be introduced by a Fellow in Perſon.

II. The Librarian ſhall enter into the Catalogue all books preſented to, or bought by, the Society, immediately after their coming into the poſſeſſion of the Society, and ſo place them as to be readily found.

III. The Librarian ſhall receive from the Printer all the copies of the *Philoſophical Tranſactions*; deliver out one copy to each Member who ſhall aſk, or ſend for it at the Houſe of the Society; furniſh the Bookſellers with the copies ordered to be ſold; and keep a regular account of the Tranſactions ſo received and delivered.

The Duty of the Keeper of the Repoſitory.

I. HE ſhall attend the Repoſitory two days in the week, during the meetings of the Society, viz. on Mondays and Fridays, on each day from eleven of the clock in the forenoon to two in the afternoon; for the admiſſion of the Fellows of the Society and ſuch other perſons as they ſhall introduce.

II. He ſhall not, without leave of the Council, permit any thing to be taken out of the Repoſitory: and he ſhall enter into the Catalogue all particulars which are preſented to, or bought by, the Society.

III. He ſhall cauſe the Animals, which from time to time are appropriated to the Repoſitory, to be neatly ſet up for preſervation, and then placed in the proper caſes; agreeable to the order he ſhall receive from the Inſpectors of the Muſeum.

IV. He ſhall remark what is neceſſary for the preſervation, augmentation, and arrangement, of the ſeveral natural and artificial Productions; what particulars have not yet been deſcribed, and report the ſame to the Council.

Of the Duty of the Houſe-keeper.

I. HE ſhall always be ready to receive Meſſages, Parcels, Letters, &c. directed to the Society, Council, and Officers; and to cauſe all Orders, Summonſes and Letters of the Preſident, Council, and Committees to be ſent, or delivered, as directed, in proper time.

II. He ſhall take care that the Society's Houſe, and particularly the Meeting-room, and other public apartments, are kept clean; and that all conveniencies, with fires and candles in the proper rooms, be prepared and lighted at the times neceſſary; and that paper, pens, and ink, are in conſtant readineſs for uſe in every department: and ſhall inform the Council, from time to time, of whatſoever repairs he conceives to be wanting.

III. He

III. He ſhall have the care of the Keys of all the Rooms, Cloſets, Libraries, and Repoſitories, as well for their cleaning and repairing, as for ſecuring their contents, as much as poſſible, in caſe of fire, or other accident: and he ſhall officiate as Mace-bearer, and carry about the balloting-box.

IV. He ſhall, as Deputy to the Treaſurer, receive the payments of the Fellows; pay ſuch bills as he is directed to diſcharge; pay to the Treaſurer the balance in hand whenever called upon; keep a fair account of the Society's income and expence; and be allowed one ſhilling in the pound on the ſums which he receives, for his aſſiſtance to the Treaſurer.